



CITY OF HOUSTON

Job Posting

	AP
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>INSPECTOR</div></div>
3	<div><div>Posting Number</div><div>PN# 111022</div></div>
4	<div><div>Department</div><div>Department of Public Works & Engineering</div></div>
5	<div><div>Division</div><div>Public Utilities Division</div></div>
6	<div><div>Section</div><div>Water Production Branch</div></div>
7	<div><div>Reporting Location</div><div>611 Walker *</div></div>
8	<div><div>Workdays & Hours</div><div>M - F, 8 a.m. – 5 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Coordinates the site inspection of waterline chlorination sites to assure conformance with plans and specifications. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings. Prepares and submits various technical reports. Collects water samples for water quality analysis and chlorination projects. Develop and maintain Water Quality Database for: TCEQ sample data, Pressure Reduction Valves, Auto-flushers, Valve Exercising. Assist and conduct public education programs for source water and wellhead protection.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position routinely requires lifting moderately heavy items, such as typewriter or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a high school diploma/GED, and up to 18 months of education or training in the area of inspection to be performed.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years of journey level experience related to the area of inspection to be performed are required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants with working knowledge of Microsoft Office Applications, Infrastructure Management System (IMS), and Water Quality analysis. Preference will be given to applicants with Water Distribution "C" license or the ability to obtain within six (6) months.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 18</div><div>\$1,042 - \$1,480. Biweekly \$27,092 - \$38,480 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>June 14, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>June 20, 2006</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>